

CITY OF HOKAH

9 Mill Street
P.O. Box 311
Hokah, MN 5594
507-894-4990

VARIANCE APPLICATION CHECKLIST

Office Use Only	
Approved by:	
Approved Date:	
Paid:	
Renewal by:	

Property Owner's Name**(Please****Print)**

Mailing Address: _____

City _____ State _____ Zip _____

Phone # Home: _____ Work _____ Cell _____

Date of Application: _____

☐ PERMIT APPLICATION Submitted On: _____☐ APPLICATION FEE PAID Paid on: _____ Cash _____ Check# _____☐ AFFIDAVIT OF MAILING Mailed on: _____

The original Affidavit of Mailing for the public hearing should be kept with the file. This affidavit should include a copy of the notice sent to the property owners, a list of all parties sent a notice and the signature of the staff person principally responsible for mailing the notice. The notice must be mailed to adjacent property owners within 250 feet at least 10 days in advance of the hearing.

☐ RETURNED NOTICES

If any of the mailed notices are returned for any reason these mail pieces should be kept with in the file.

☐ FINDINGS OF FACT Hearing Held On: _____

The "findings of fact" for approving or denying the application must be included in the file, and should be included in the resolution itself, if there is one.

☐ RESOLUTION (OR MINUTES) APPROVING OR DENYING-PLANNING COMISSION
Adopted On: _____

If a resolution is not utilized, an excerpt of the minutes or other certified copy of the minutes of the planning commission meeting should be placed in the file.

☐ RESOLUTION (OR MINUTES) APPROVING OR DENYING-CITY COUNCIL
Adopted On: _____

If a resolution is not utilized, an excerpt of the minutes or other certified copy of the minutes of the City Council meeting should be placed in the file.